

4th Annual Army Force Health Protection Conference
Albuquerque Convention Center
Albuquerque, NM
August 25-30, 2001

HOTEL RESERVATION FORM

INSTRUCTIONS

Reservations can be made beginning February 19, 2001 by choosing one of the following methods.

INTERNET

Book your reservation on-line using the Interactive site at

<http://chppm-www.apgea.army.mil>

Fax: 505-346-0176

Send a completed form, one copy per room to
Albuquerque Housing Bureau/US Army
20 First Plaza Galeria NW Suite 603
Albuquerque, NM 87102

TELEPHONE

For inquiries call the Albuquerque
Housing Bureau,

8am-5pm MST, Monday-Friday at:

Phone: 505-346-0522

CONFIRMATIONS

Confirmations will be sent after each reservation booking, modification and/or cancellation.

Review it carefully for accuracy. If you do not receive a confirmation via e-mail, fax, or mail within 14 days after *any* transaction, please contact the Housing Bureau.

ROOM RATES/TAXES

To take advantage of the special US Army Conference rates, be sure to book your reservation by July 25, 2001. After this date the official US Army Conference blocks will be released and the hotels may charge significantly higher rates. All rates are per room per night and are subject to a 10.8125% tax (subject to change). Hotels may charge additional fees for rooms with more than one occupant. When making a reservation, please provide room and bedding preferences in the Special Needs section of the Housing Form. The hotels will assign specific room types upon check in, based upon availability. *Please be advised that requests are not guaranteed.*

DEPOSITS

Credit card deposits may be charged at the discretion of the hotel holding your reservation on or after July 25, 2001. *Credit Cards must be valid through 07/01 in order to be considered a proper deposit.*

MODIFICATION/CANCELLATION

You may continue to make reservations from **February 19, 2001 through July 25, 2001 via the Albuquerque Housing Bureau.** Reservations needed after 7/25/01 should be made through the Housing Bureau however hotel rates and selection are subject to change.

Modifications/Cancellations made prior to 7/25/01 must be made via online (<http://chppm-www.apgea.army.mil>) mail or fax to the Albuquerque Housing Bureau. After 7/25/01 please contact your assigned hotel with changes. Reservations secured by credit card may be **made, modified and/or cancelled without penalty from February 19, 2001 - July 25, 2001 after which, cancellations will be assessed a \$25.00 processing fee.**

HOTEL INFORMATION

Arrival Date: _____
Departure Date: _____

(List choices in order of preference).

RANK	HOTEL	Single	Double	Triple	Quad
___	Doubletree	\$65	\$65	\$65	\$65
___	Hyatt	\$65	\$65	\$65	\$65
___	La Posada	\$65	\$65	\$65	\$65
___	Hotel Blue	\$65	\$75	\$75	\$75

Reservations will be processed on a first come, first serve basis. If all requested hotels are unavailable, please process this reservation according to:

- ☐ Comparable room rate
- ☐ Proximity to Conference site.

Room Type: (please fill out both)

Number of people in room: _____

Number of beds in room: _____

List all occupants in room: (Include yourself)

1. _____
2. _____
3. _____
4. _____

Special Needs: _____

- ☐ Smoking
- ☐ Non-Smoking

DEPOSIT INFORMATION

Housing forms received without a valid credit card will be returned and will not be processed. (Cash deposits not accepted.)

☐ Credit Card

*Please be advised that the credit card must be valid through the dates of the convention or your reservation **will not be processed.***

Type of card:

- ☐ American Express
- ☐ MasterCard
- ☐ Visa
- ☐ Other _____

Account Number:

Expiration Date: _____

MUST BE VALID THROUGH 8/01

(NAME OF CARDHOLDER)

(CARDHOLDER'S SIGNATURE)

SEND CONFIRMATION TO:

(FILL THIS PORTION COMPLETELY)

NAME:

First: _____ MI: ____ Last: _____

Company: _____

Address: _____

City: _____ State: _____ Postal code: _____

E-mail: _____

Phone: _____ Fax: _____

If outside the USA, please also include country and city codes.

DO NOT SEND THIS FORM TO CIS CONFERENCE. SEND IT TO THE
Albuquerque Housing Bureau